

Arizona Department of Juvenile Corrections
Procedure No. 2005.01: Non-Uniformed Employees' Dress Code
Effective: 02/17/05
Prior Issue: 6/23/04

Purpose:

ADJC employees shall maintain the highest standards of personal hygiene, grooming, and neatness while on duty. All agency supervisors shall continuously review the attire and grooming practices of employees.

Rules:

1. **NON-UNIFORMED ADJC EMPLOYEES** assigned to Central Office, Parole Offices, community sites, and secure facilities shall be groomed and attired appropriately in accordance with contemporary business fashion, unless special requirements are necessary due to temporary assignment:
2. Pants:
 - a. **ADJC EMPLOYEES** may not wear at any time:
 - i. Sweat pants;
 - ii. Warm-up suits;
 - iii. Pants that are dirty or damaged.
 - b. **ONLY TRANSPORTATION AND/OR K-9 OFFICERS** may wear Battle Dress Uniform (BDU) pants;
 - c. **ADJC EMPLOYEES** may wear black or dark blue (non-faded) denim pants (jeans);
 - d. **SECURE CARE EMPLOYEES WEARING ADJC LOGO SHIRTS** shall wear black or dark blue denim pants or slacks made of other appropriate material.
3. Shirts:
 - a. **MALE STAFF** shall wear shirts that are collared including polo, golf, sweaters, or button downs.
 - b. **FEMALE STAFF** may also wear professional blouses or sweaters that do not have a collar;
 - c. Logos: **STAFF** shall not wear or otherwise display any phrases, logos, or symbols in the form of patches, stickers, or painted-fabric items that involve alcohol, tobacco, drugs, weapons, violence-related themes or groups, or commercial advertisements. However, Law Enforcement and/or Community Justice related logos are allowed;
 - d. **MALE STAFF** shall wear any shirts tucked in at a belted waist line.
4. **ADJC MALE EMPLOYEES** shall:
 - a. When attending a legislative meeting, representing the Department, or any scheduled major (inside/outside) event, wear professional dress of a suit or sport coat and slacks, and a shirt with a collar and tie.
 - b. Wear, on a daily basis, clothing within acceptable limits for contemporary business offices such as shirts with collar, slacks, sport coats with slacks, or suits. Pullovers, vests, or cardigan sweaters are an acceptable alternative to the men's suit or sport coat, except at official meetings or major events.
 - c. Ties:
 - i. Wear a tie year around if they are managerial staff, pay grade level of 24 and above,;
 - ii. Wear a tie from October 1st to April 30th if they are managerial staff, pay grade 21 and above;
 - iii. Wear a clip on tie, if they choose, when working directly with juveniles;
 - iv. Wear bow ties, four-in-hand ties, and bolo ties;

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5. **ADJC FEMALE EMPLOYEES** shall:
 - a. When attending a legislative meeting, representing the Department, or any scheduled major (inside/outside) event, shall wear professional attire of dresses, jacket dresses, suits, pant suits, or skirts or slacks with a blouse, sweater, and/or a jacket;.
 - b. Wear, on a daily basis, any clothing within acceptable limits for contemporary business offices such as dresses, jacket dresses, suits, pant suits, blouses (with sleeves), sweaters, skirts, Capri pants, skorts (Cullottes), and/or slacks.
6. Hair and Facial Hair: **ADJC EMPLOYEES** shall maintain hair and facial hair in a professional manner and shall:
 - a. Wear hair clean and neatly combed;
 - b. Wear hair which is colored in natural shades only.
 - c. **MALE STAFF**:
 - i. Wear hair longer than shoulder-length that is neat and, when necessary for safety or security, pulled back and secured, e.g., pony-tail or braid;
 - ii. Trim and groom moustache hair on the upper lip neatly.
 - iii. Trim and groom beards so that the facial hair does not exceed one inch in length anywhere on the face or neck.
 - d. **FEMALE STAFF**: Wear hair in appropriate business styles.
7. Shoes: **ADJC EMPLOYEES** shall wear shoes which are in good condition, appropriate to the job, and shined as needed.
 - a. **SECURE FACILITY STAFF WITH JUVENILE CONTACT** who work in housing units shall wear shoes which have closed heels and toes;
 - b. **STAFF, PAY GRADE 21 AND ABOVE** shall not wear athletic shoes unless working in the recreation program, in a housing unit, or other approved area;
 - c. **STAFF** shall not wear casual sandals or thongs known as flip flops or beach sandals.
8. Jewelry:
 - a. **ADJC EMPLOYEES** who work in secure facilities may wear up to two (2) small earrings in each ear and worn no higher than the middle of the ear;
 - b. **ADJC EMPLOYEES** shall have no other visible body-piercing type of ring or adornment;
 - c. **SECURE FACILITY STAFF WITH JUVENILE CONTACT** may only wear small, unobtrusive, non-hoop earrings that do not interfere or cause injury during a physical altercation.
9. ADJC Logo Shirts:
 - a. **ADJC STAFF IN THE YCOI, YCOII, AND RECREATION JOB CLASSIFICATIONS** shall wear the ADJC logo shirt issued to them when on duty. With permission of a supervisor, **EMPLOYEES** may wear a clean, professional collared shirt in good condition or a dress shirt and tie instead of the ADJC Logo shirt;
 - b. **ADJC** shall supply all employees in the YCOI, YCOII, and Recreation job classifications with four collared ADJC logo shirts.
 - i. **ADJC** shall issue two additional shirts to the employee every six months;
 - ii. If a shirt becomes ripped or damaged in any way, **THE EMPLOYEE** shall return the shirt to their facility's Business Manager who will replace the shirt.
 - iii. **ADJC** shall not permit employees to purchase additional shirts.
 - c. **ADJC** shall issue one ADJC logo shirt to staff in all other job classifications. **COMMUNITY CORRECTIONS, CENTRAL OFFICE, EDUCATION, AND ALL OTHER PERSONNEL** shall wear their ADJC logo shirt at times as requested by Department and/or their respective Administration or as appropriate for designated casual wear.

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